

January 19, 1961

File No.: HD-P-153

25X1A

TO: 

Dear Fellow:

We discussed previously the advisability of keeping a sample of material from each use so that whenever any visiting firemen were in your area you could pull out a folder and show them the results. In keeping with this I felt that a simple form might be in order to which you could staple your material sample and, thereby, have complete information on any operation.

I feel the enclosed forms will supply us all information necessary for this purpose, and request that you start using them immediately. The following list corresponds to the headings on the form, and indicates the sort of information I would like included therein.

1. PROGRAM CAM - The cam used for that particular operation. For example, 4E and 4W or fixed slit .047.
2. SCAN TIME - In most instances this will be 1/2 sec., although there is always a chance some other time may be used.
3. FILTER - Red, yellow or clear.
4. INTERVAL - In most cases this will be 32 secs., but again may vary depending on conditions.
5. EXPOSURE - Under, over, okay or perhaps under at start, over in middle, and under at end.
6. CLOCK - Out of focus, halo, running slow, running fast, none.
7. BANDING - Light, medium, heavy, none.
8. FORMAT - Okay, shift to right, shift to left, variable.
9. VERTICAL INDICATOR - Out of focus, light, dark, poor reference.
10. RESOLUTION - Okay, out of focus, twinning. This can be just eyeball evaluation.
11. SCRATCHES - Tracker, processing. If the processing is suspected perhaps you should unroll a few feet from the feed spool and have processed without actually going through the feed mechanism of the Tracker.
12. FROSTING - None, light frosting, in lower half of format etc.
13. WEATHER - Clear, haze, scattered clouds, overcast.

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CONF OF

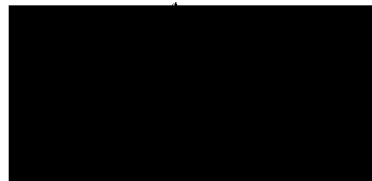
14. COMMENTS - Any comments pertaining to the operation, such as heavy turbulence or anything affecting material.

I think you can complete these forms very quickly as you look over the material and, as records they will be valuable in recording the over-all performance of our equipment.

Best personal regards.

Sincerely,

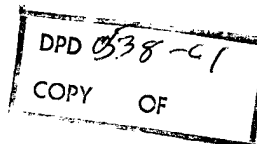
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TECHNICAL ID.

TRACKER SER. NO.

DATE

MATERIAL EVALUATION REPORT

1. PROGRAM CAM
2. SCAN TIME
3. FILTER
4. INTERVAL
5. EXPOSURE
6. CLOCK
7. BANDING
8. FORMAT
9. VERT. IND.
10. RESOLUTION
11. SCRATCHES
12. FROSTING
13. WEATHER
14. COMMENTS